Newark College of Medicine and Dentistry
OCT 15 1973

GUIDE TO THE LIBRARY

NEW JERSEY COLLEGE OF MEDICINE AND DENTISTRY

DESCRIPTION

The Library is an academic department whose function it is to collect, organize, and make available the sum total of medical and related knowledge and information in recorded form. This brochure explains the resources, services, and regulations of our Libraries in order that you may make them an integral part of your educational and research activities.

Location

Central Medical Library,
100 Bergen St., Newark 07103
Tel. (201) 877-4580

Jersey City Dental Library,
201 Cornelison Ave., Jersey City 07304
Tel. (201) 877-4566

Martland Hospital Unit,
65 Bergen St., Newark 07103
Tel. (201) 643-8800—Ext. 202

Hours

Central Medical & Dental Libraries:

Weekdays:	8:30 am - 11:00 pm
Saturdays:	10:00 am - 5:00 pm
Sundays:	2:00 pm - 10:00 pm

Holidays & summer hours are posted.

Martland:

Weekdays:	8:30 am - 10:00 pm

SERVICES

Reference Service

Available weekdays 9:00 AM - 5:00 PM.

Bibliographies

Complete collections of **Index Medicus, Surgeon-Generals Catalog, Current List of Medical Literature, Chemical Abstracts, Biological Abstracts, Science Citation Index,** and various other tools. Assistance in using these tools provided by Reference department. Bibliographies also prepared on request.

Medlars Searches

Reference personnel will formulate requests suitable for searching the National Library of Medicine's Medlars System (Medical Literature & Retrieval System).

Interlibrary Loans

Via TWX teletypewriter or other forms. Material not in library collection secured in two to four days.

Current Awareness Service

Available to fulitime faculty members. Monthly Bibliography of articles preselected from **Index Medicus.**

Photocopy Service

Xerox machine charges: 10¢ per exposure, 5¢ for students. Self-service machine: 5¢ per exposure.

Audio Visual & Microform Collection

Microfiche readers, microfilm reader-printers, tape-recorders, and Mark IV 8 mm projectors are available.

Circulation

USERS

All members of the health sciences community.

BORROWERS

Restricted to faculty, administration, and students of the College, staff members of Martland Hospital Unit and Jersey City Medical Center. Others may borrow upon special occasions or through their own libraries.

CIRCULATION POLICIES

Current Unbound Journals

Overnight only

Bound Journals

Two weeks

Books

One month

Reserve Books

Overnight only—one hour before closing and returned before 9 a.m. following day.

Reference Books

Do not circulate.

RENEWALS

One additional period except unbound journals and reserve books—provided no request for personal reserve is received during loan period.

PERSONAL RESERVE

Requester notified when materials on loan are returned.

FINES

None are imposed, but failure to comply with circulation policies may result in withdrawal of borrowing privileges.

Card Catalog

Alphabetical index to library's collection of books, pamphlets, and multimedia materials.

Arranged by (1) Author and Title. Books are classified; have call number in upper left hand corner giving location in stacks, and (2) Subject headings derived mainly from MESH (Medical Subject Headings used in Index Medicus).

LIBRARY STAFF

PHILIP ROSENSTEIN ..... Librarian
877-4353

REGINALD W. SMITH ..... Assoc. Librarian for Public Services
877-4581

MRS. CONCETTA MAZZARINO ..... Asst. Librarian for Technical Processes
877-4356

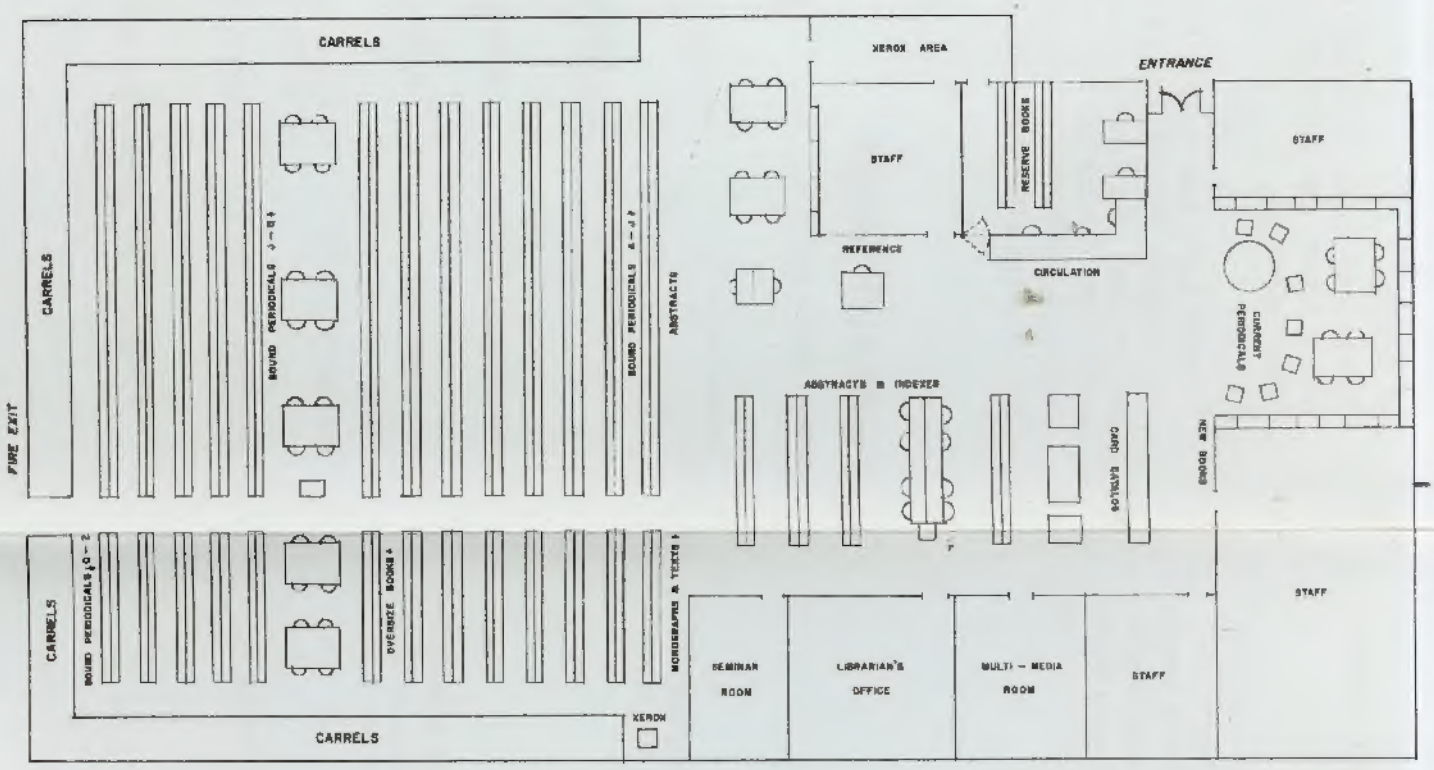
MRS. ESTHER MEIBOOM ..... Serials Librarian
877-4360

MRS. EDITH TAUB ..... Dental Librarian
877-4566

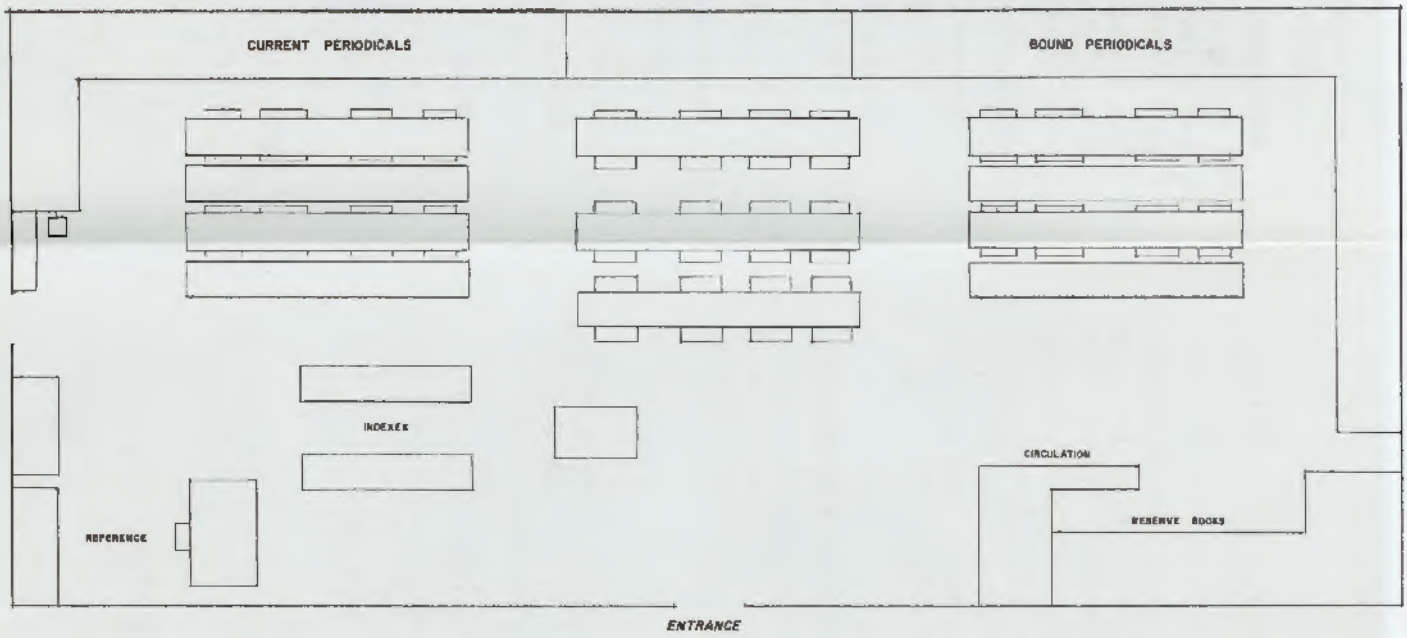
MISS JACKIE RUSTIGIAN ..... Hospital Librarian
643-8800—Ext. 202

MISS ISABEL SPEIGEL ..... Reference Librarian
877-4580

For general information call
877-4580



NEWARK, N. J.
CENTRAL MEDICAL LIBRARY



JERSEY CITY, N. J.
DENTAL LIBRARY